

To: Joel D. Boyd, Ed.D Superintendent
From: Latifah Phillips, Chief Equity and Engagement Officer
Date: January 13, 2023
Re: December Enrollment Report

As of January 12, 2023, there are **14,278** students enrolled with the Lowell Public Schools.

In prior enrollment reports, the School Committee received an update on the students in the Family Resource Center (FRC) category from the district enrollment report. The total number of these students were reported to the School Committee as well as what the students were missing to complete their registration. The primary reason students would be in the FRC category was due to missing the required registration documents.

Since March, families complete the registration process online using the Aspen online registration portal (OLR). Families create an Aspen account, enter their child's information required for registration, and upload the required registration documents directly to their online registration. The required registration documents are: child's birth certificate, child's vaccination, parent photo identification, proof of Lowell residency (one of the following: gas bill, cable bill, electricity bill, lease, or mortgage). Additionally, high school students will need to provide transcripts and Special Education students the current, signed IEP.

FRC registration clerks work on processing student registrations in the OLR portal. The OLR portal is housed outside of the Aspen student database. Families are not inputting information directly into the district's student database. The clerks review the information inputted by the parent and make any necessary corrections to typing errors. Information inputted is cross referenced to the submitted documents to ensure that it matches. Once a registration is processed, the clerk will accept it and at that point, the registration is sent into the student database and will be found in the FRC category on the district enrollment report. Once in the FRC category, the next step would be for the student to be assigned a school.

December Enrollments

For this report, the FRC processed 149 student applications. 84% of parents submitted their registration to the portal in one day or less. Submitting their application means they attached all required items and completed the required field, but the FRC clerks still need to review the registration. The chart below shows how long it took parents to submit their application once they had initiated it in the portal.

| | Days for parent to submit a registration |
|--------------------|------------------------------------------------|
| Same Day | 115 |
| < 1 week | 20 |
| < 2 weeks | 7 |
| < 3 weeks | 0 |
| < 4 weeks | 2 |
| > 4 weeks | 5 |
| Grand Total | 149 |

The FRC completed 60% of the registrations in one week or less. In order to complete a registration, the clerks must ensure that the attached documents meet requirements and correct any typing errors. The chart below summarizes how long students remained in the portal while the clerks worked with the families, the special education department, language testers, DCF, and made home visits when necessary to complete the registration.

| | Days for FRC to complete the registrations |
|--------------------|--------------------------------------------------|
| Same Day | 34 |
| < 1 week | 70 |
| < 2 weeks | 13 |
| < 3 weeks | 4 |
| still in portal | 18 |
| Grand Total | 139 |

The new standardized process, if a family's registration is unable to be processed by the clerks, is the following:

1. Registration returned to the parent's email with an explanation of what is missing. Parents are to upload the missing documents and return the registration to the clerk by submitting the registration through the portal.

2. If families do not return the registration, the clerks follow-up after 48 hours with a phone call. Some families may bring the documents in directly to the clerk at this point and are serviced in the Family Resource Center.

3. If, after calling the family, the clerks still have not heard from the family after an additional 48 hours, a home visit is initiated. This essentially provides families with a 5 day window to complete the registration from when the registration was submitted to the Family Resource Center.

Online Registration Applications Submitted to the Portal But Not Yet Accepted

| Days in Portal | Reason Still in New Registration Portal |
|-----------------------|-------------------------------------------------------------------------------------------------|
| 30 | Student moving to USA in January |
| 30 | Student moving to USA in January |
| 29 | New proof of address requested 12/8 |
| 26 | No POA, no birth certificate |
| 24 | moved shortly after submitting registration |
| 24 | no documents submitted, two email followups |
| 19 | missing proof of address |
| 18 | MV student, language testing, waiting for POA which is now uploaded dated 12/27 |
| 17 | MV student, followup by phone and email. Poa and parent ID needed, now uploaded POA dated 12/29 |
| 17 | missing multiple documents |
| 14 | too young to register |
| 14 | missing birth certificate, two emails and a phone call, last effort 12/29 |

Students Still in the FRC

After students' registrations are accepted from the portal, they enter the FRC category on the Enrollment Report. As of January 2, 2023, there are 107 students in the FRC Category of the attached enrollment report. Many of them, 66, are Pre-K students. Sixteen additional students entered the portal after December 21.

There are twenty-five students who have been in the portal and not seated in a school who have been registered for more than two weeks. Please see the table below for details.

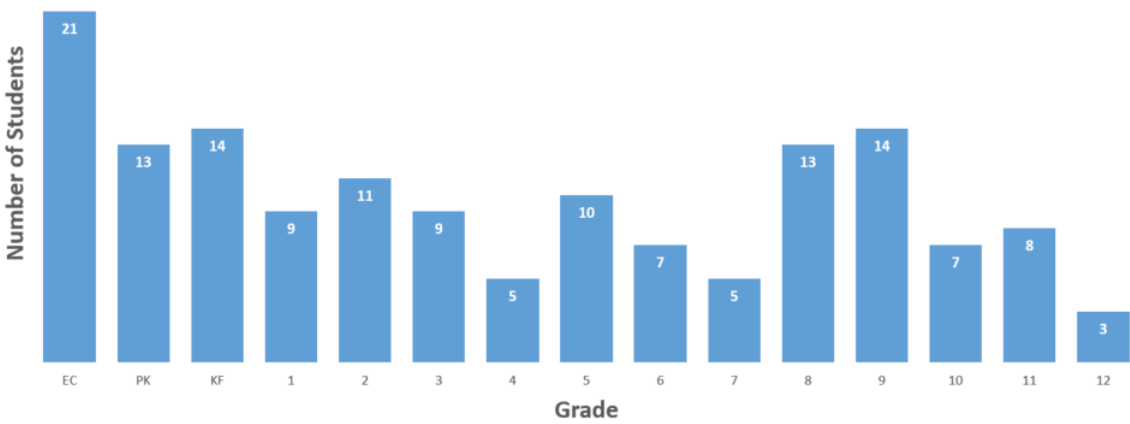
Student Registered and in the FRC Awaiting School Acceptance

| Day Entered FRC | Number of Students | Comment |
|-----------------|--------------------|-----------------------------------------------------------------|
| 15-Aug | 1 | too young to be accepted (needs to be removed from list) |
| 4-Nov | 1 | waitlist for Bartlett 11/8 |
| 16-Nov | 1 | missing vaccines 12/21 contact |
| 17-Nov | 1 | parent does not agree with school assignment last contact 12/29 |
| 21-Nov | 1 | no documented contact after accepting registration |
| 9-Dec | 1 | no documented contact after accepting registration |
| 12-Dec | 4 | no documented contact after accepting registration |
| | | no documented contact after accepting registration |
| | | parent does not agree with school assignment last contact 12/19 |
| | | parent does not agree with school assignment last contact 12/19 |
| 13-Dec | 2 | no documented contact after accepting registration |
| | | no documented contact after accepting registration |
| 14-Dec | 3 | immunizations last contact 12/20 |
| | | immunizations last contact 12/20 |
| | | immunizations last contact 12/20 |
| 15-Dec | 1 | parent emailed about immunizations 12/19 |
| 16-Dec | 1 | parent does not agree with school assignment last contact 12/20 |
| 19-Dec | 2 | no documented contact after accepting registration |
| | | parent emailed about immunizations 12/19 |
| 20-Dec | 5 | need immunizations last contact 12/27 |
| | | need immunizations last contact 12/27 |
| | | need immunizations last contact 12/27 |
| | | need immunizations last contact 12/27 |
| | | no documented contact after accepting registration |
| 21-Dec | 1 | no documented contact after accepting registration |
| 22-Dec | 3 | |
| 23-Dec | 6 | |
| 27-Dec | 2 | |
| 28-Dec | 3 | |
| 29-Dec | 2 | |
| PK students | 66 | |
| Grand Total | 107 | |

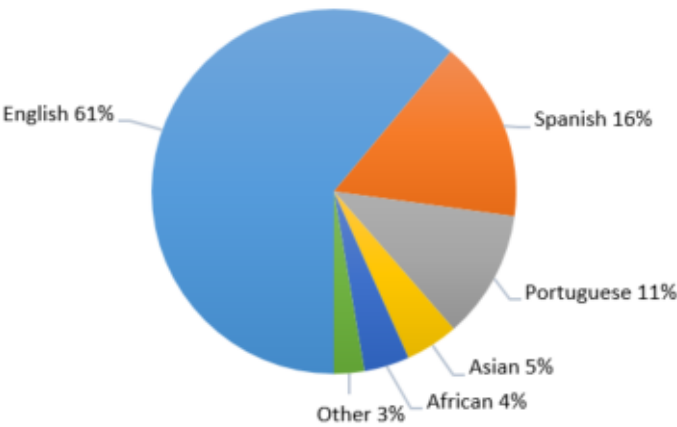
Demographics of the Registrants

The characteristics of registrants in the charts and tables below show their grade level, language spoken, and birth country.

Grades of Students Who Applied (n = 149)



Language Spoken by Registrants



| Row Labels | Count of Name |
|-------------|---------------|
| English | 91 |
| Spanish | 24 |
| Portuguese | 17 |
| Khmer | 6 |
| Swahili | 4 |
| Creole | 2 |
| Fula | 2 |
| Bengali | 1 |
| Greek | 1 |
| Arabic | 1 |
| Grand Total | 149 |

| Row Labels | Count of Name |
|--------------------------------------------|---------------|
| United States of America (the) | 101 |
| Brazil | 16 |
| Dominican Republic (the) | 6 |
| Kenya | 5 |
| Ecuador | 4 |
| Peru | 3 |
| Cambodia | 3 |
| Gambia (the) | 2 |
| Panama | 2 |
| Haiti | 2 |
| United States Minor Outlying Islands (the) | 1 |
| Nepal | 1 |
| Colombia | 1 |
| Bangladesh | 1 |
| Jordan | 1 |
| Grand Total | 149 |

For December enrollees, the clerks found 35 of 149 (23%) of the registrants to qualify for McKinney-Vento.